Entering and Modifying Absences Overview

The **Absence Event** page allows Absence Administrators to enter, edit, delete, or void an absence event on behalf of an employee, timekeeper, or supervisor when they cannot make the adjustment on the timesheet or if extended leave types are required (these are not on the Timesheet). In general, the employee Timesheet should be the primary means of entering absences.

Interfacing agency Absence Administrators should make changes in the agency system of record. If changes are made in Cardinal, it is important that the agency system is also updated to keep the systems aligned.

Note: There are no systematic notifications sent to the employee when absences are added, modified, deleted, or voided. All necessary communication with the employee regarding these actions must be done in accordance with agency procedures outside of Cardinal.

Table of Contents

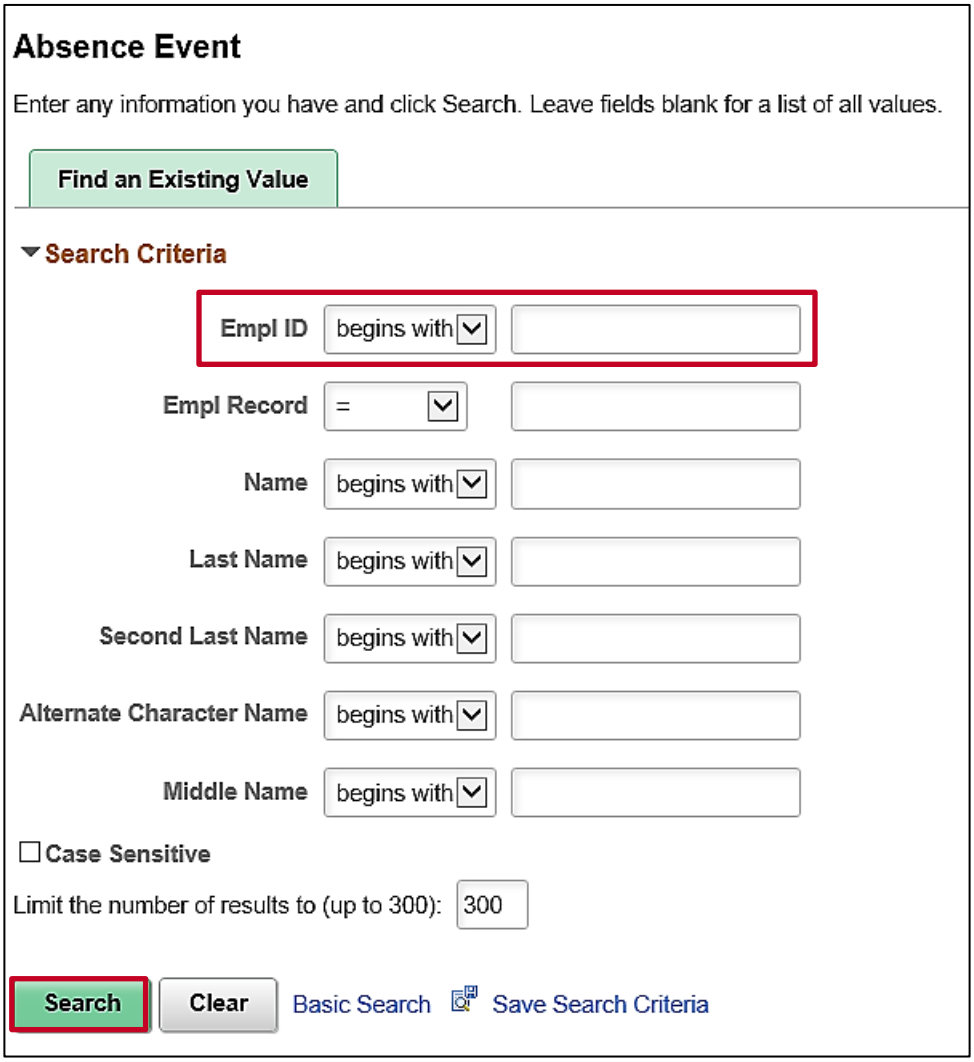
Adding an Absence Event 2
Modifying an Absence Request 12
Deleting an Absence Request 19
Voiding an Absence Request or Event 23

Adding an Absence Event

1. Navigate to the **Absence Event** page using the following path:

   Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

The **Absence Event Search** page displays.



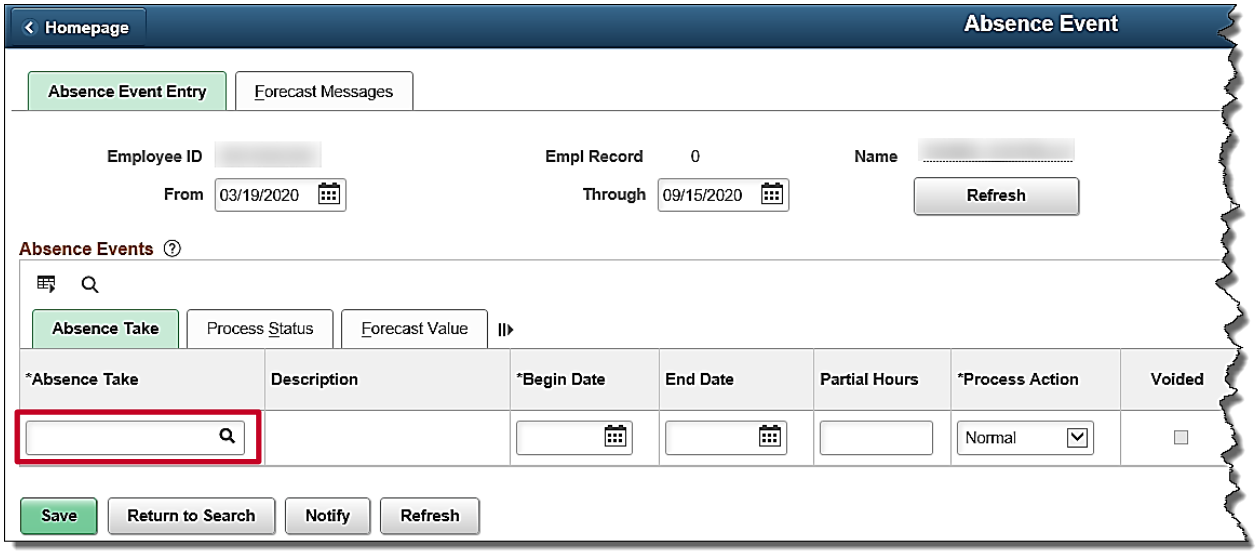
2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.

4. If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and you must click the **Empl ID** link for the applicable employee. If not, proceed to Step 5.

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

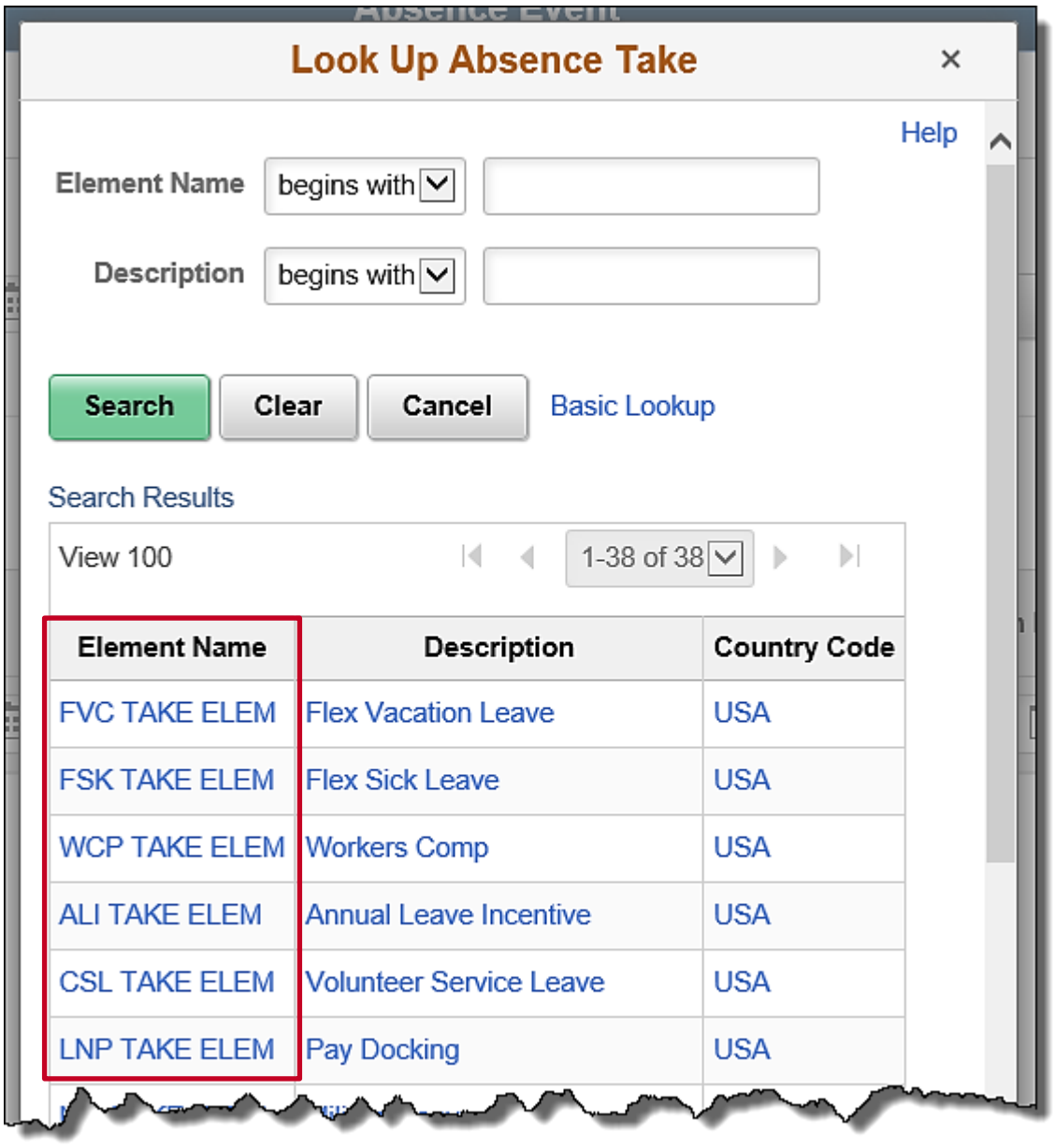


5. The **From** and **Through** dates default and can be changed.

   Note: If these defaults dates do not include the absence date you need to enter, update them as appropriate and click **Refresh** button for the updated time period to display.

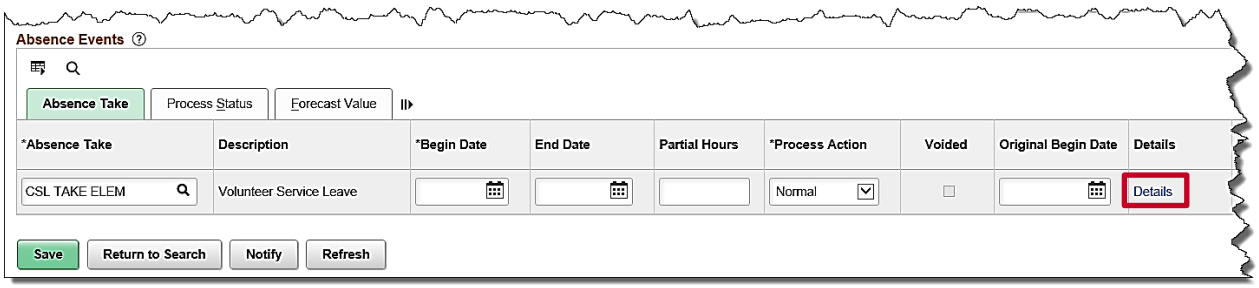
6. Click the **Absence Take** field **Look Up** icon.

The **Look Up Absence Take** page displays in a pop-up window.



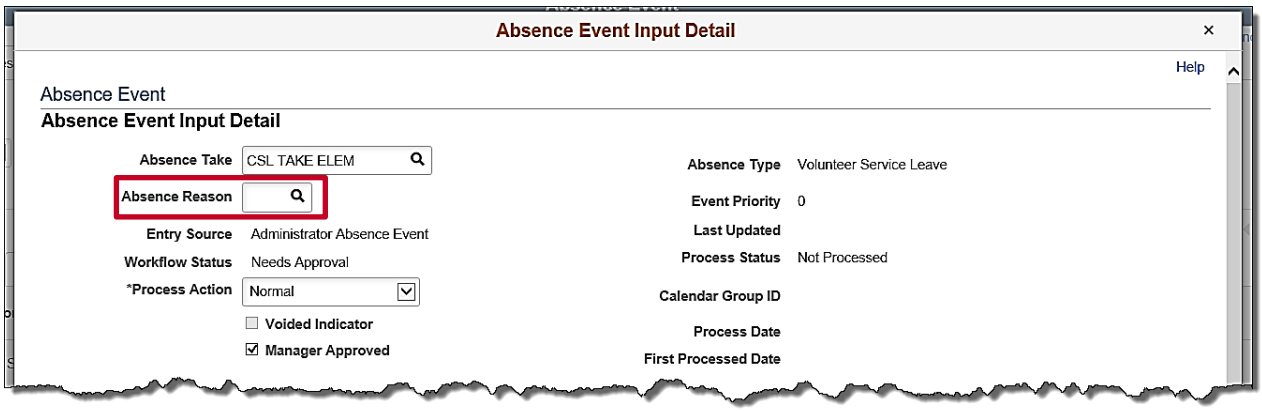
7. Use the scrollbar as needed and select the applicable Absence Take type by clicking the corresponding link in the **Element Name** column.

The **Absence Event** page displays with the selected absence take type.



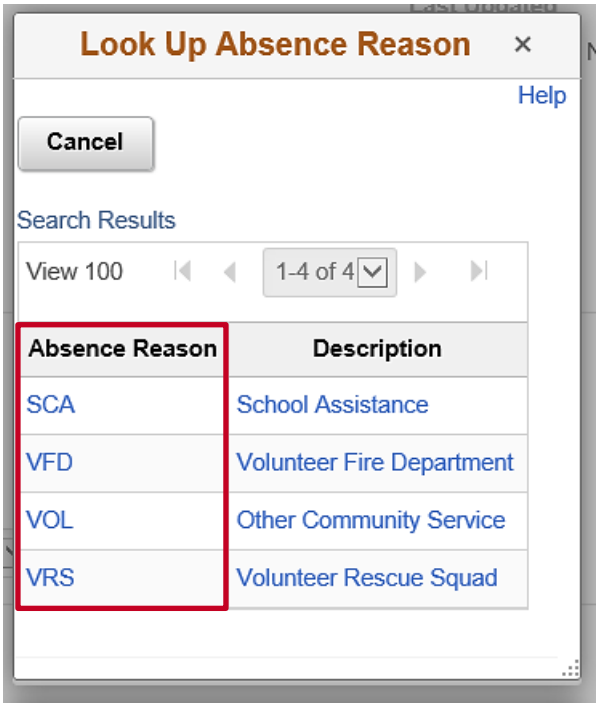
8. Click the **Details** link.

The **Absence Event Input Detail** page displays in a pop-up window. The **Absence Take** field defaults based on the previous selection.



9. Click the **Absence Reason** field **Look Up** icon.

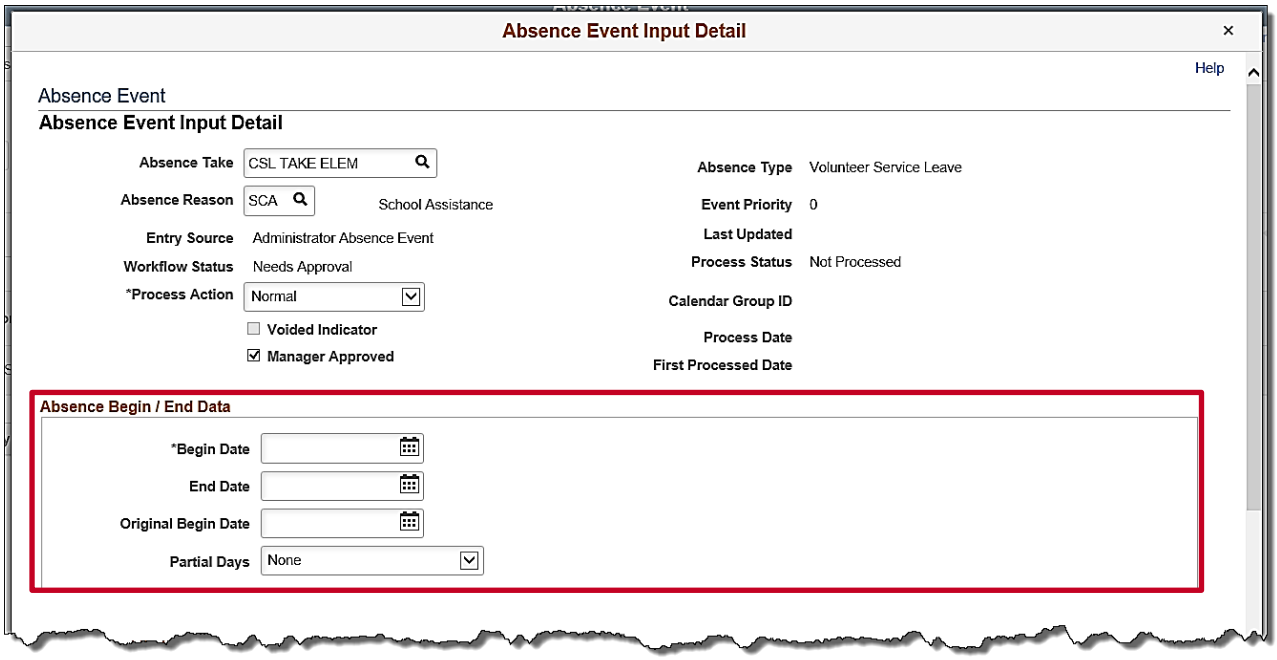
The **Look Up Absence Reason** page displays in a pop-up window.



10. Select the applicable absence reason by clicking the corresponding link in the **Absence Reason** column.

    Note: For many absence take types, the reason may be the same as the absence take name.

The **Absence Event Input Detail** page displays with the selected absence reason.



11. Enter/select the first day of the absence in the **Begin Date** field.

12. Enter/select the last day of the absence in the **End Date** field.

13. The **Partial Days** field defaults to "**None**". This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the **Partial Days** dropdown button and select from the following:

    a. **All Days** – All days are partial days

    b. **Start Day Only** – Only the start day is partial

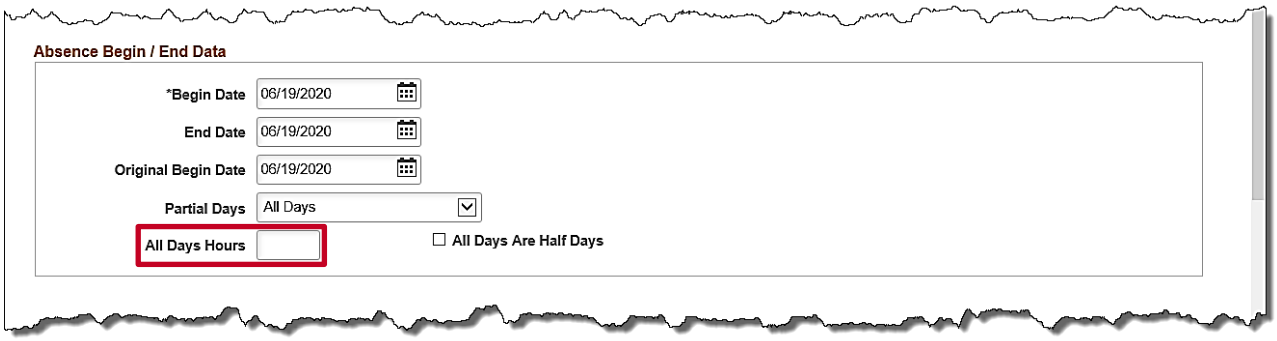
    c. **End Day Only** – Only the end day is partial

    d. **None** – Default value. None of the days are partial days

    e. **Start and End Days** – Both the start day and the end day are partial days

    Note: If none of the absence days are partial hours, proceed to Step 14. For employees on a variable schedule, always select "**All Days**" and then enter the number of hours for the absence during Step 13.

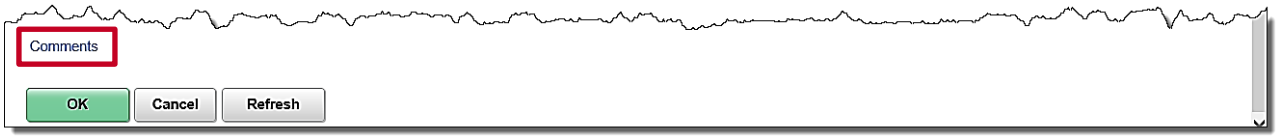
The **Absence Event Input Detail** page refreshes based on the **Partial Days** field selection.



14. Enter the number of hours in the applicable **Hours** field (**All Days Hours**, **Start Day Hours**, and/or **End Day Hours**).

    Note: The number of hours entered should be equal to the number of absence hours for the partial day(s).

15. Scroll down to the bottom of the page.



16. Click the **Comments** link.

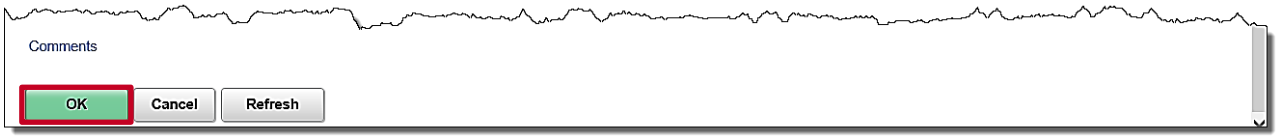
The **Absence Events Comments** page displays in a pop-up window.

17. Enter any notes pertaining to the absence event in the **Comment** field. This is not required.

    Note: Information entered here is visible to anyone with access to this page.

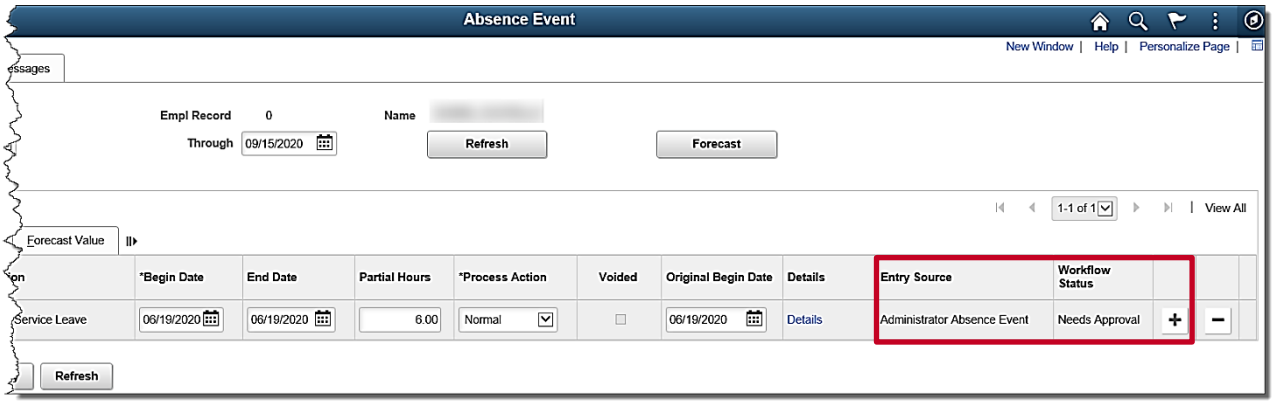
18. Click the **OK** button.

The **Absence Event Input Detail** page returns.



19. Scroll down to the bottom of the page and click the **OK** button.

The **Absence Event** page displays and the row is populated based on the data entered/selected on the **Absence Event Input Details** page.

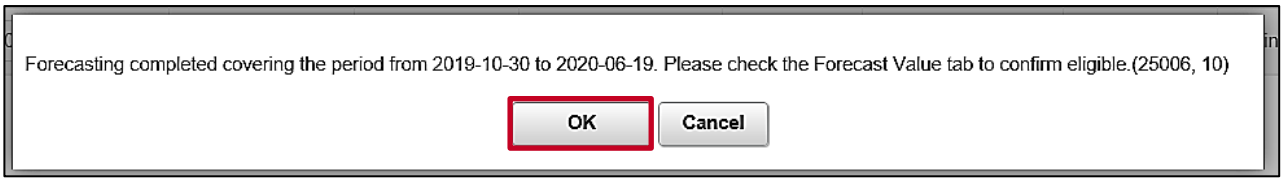


20. If additional absence events need to be entered, click the **Add Row** (+) icon and repeat steps 5-19. If no other absence events need to be entered, proceed to Step 21.

Note: The **Entry Source** field defaults to **"Administrator Absence Event**" when an Absence Administrator enters an absence and this field cannot be changed. The **Workflow Status** field defaults to "**Approved**" when no additional approval is required based on the absence take type. While not all absence types require forecasting, you should always forecast the leave type entered. If you do not forecast and it is required, an error message displays indicating the information cannot be saved if forecasting is required. However, it is still recommended to forecast the absence event. If the absence event requires additional approval, the **Workflow Status** field defaults to "**Needs Approval**".

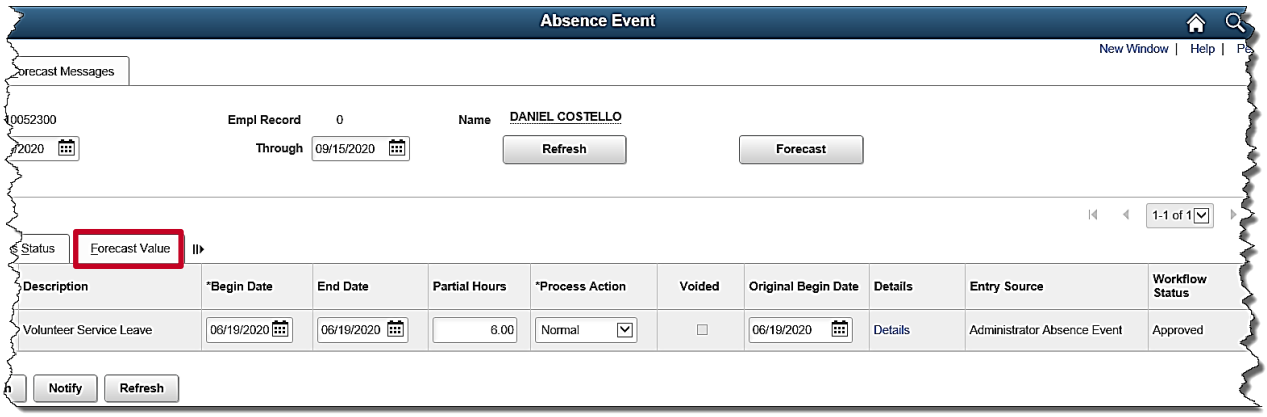
21. Click the **Forecast** button.

A message displays in a pop-up window when the forecasting process is completed.



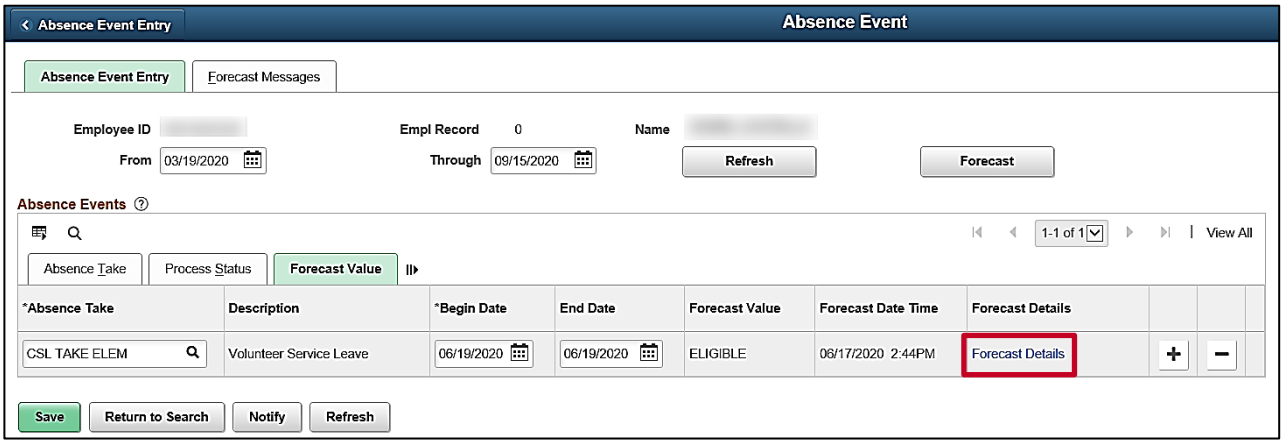
22. Click the **OK** button to close the message.

The **Absence Event** page refreshes to show the updated status in the **Workflow Status** field.



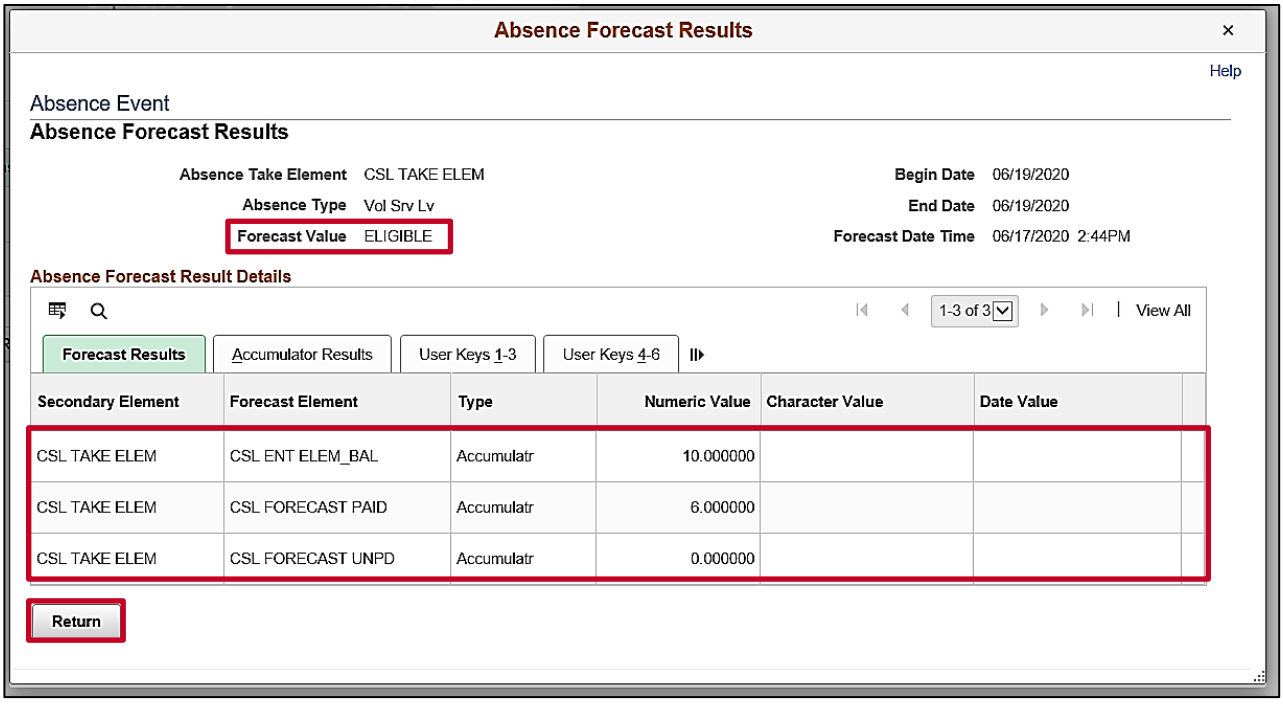
23. Click the **Forecast Value** tab to confirm that the employee is eligible.

The **Forecast Value** tab displays.



24. Click the **Forecast Details** link.

The **Absence Forecast Results** page displays in a pop-up window.



25. Review the following information:

    a. **Forecast Value** field: Verify a status of "**Eligible**"

    b. ***** ENT ELEM_BAL** row: Displays the employee's predicted balance after the absence take

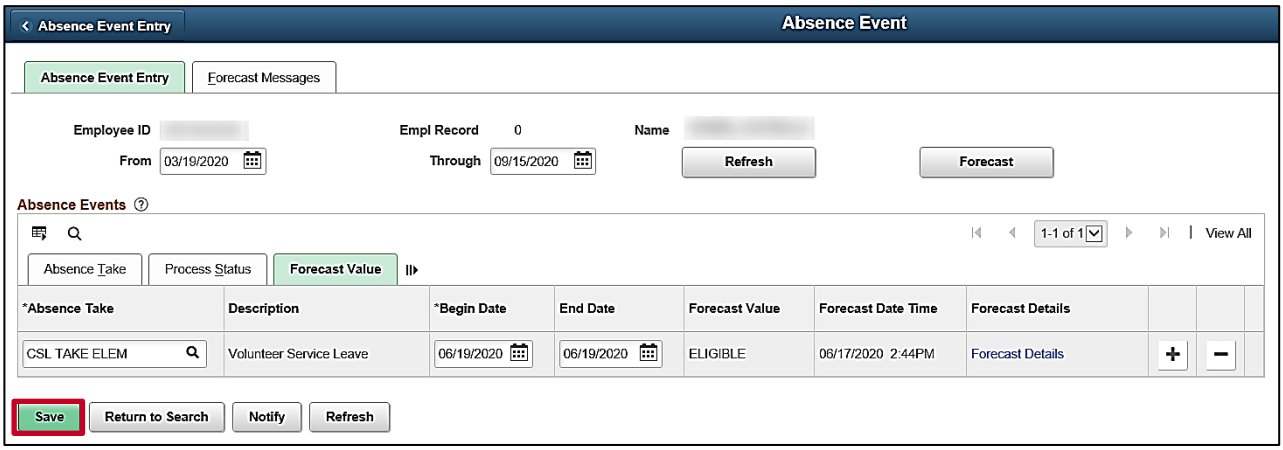
    c. ***** FORECAST PAID** row: Displays the forecasted number of paid absence hours for this absence event

    d. ***** FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this absence event

    Note: For identification purposes, the "*******" represents the absence take type (Element Code) and will be unique for each absence take type during your review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee's absence entitlement balance (***** FORECAST UNPD** row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator's responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is "**INELIGIBLE**", it should be addressed.

26. Click the **Return** button.

The **Absence Event** page displays with the **Forecast Value** tab displayed.



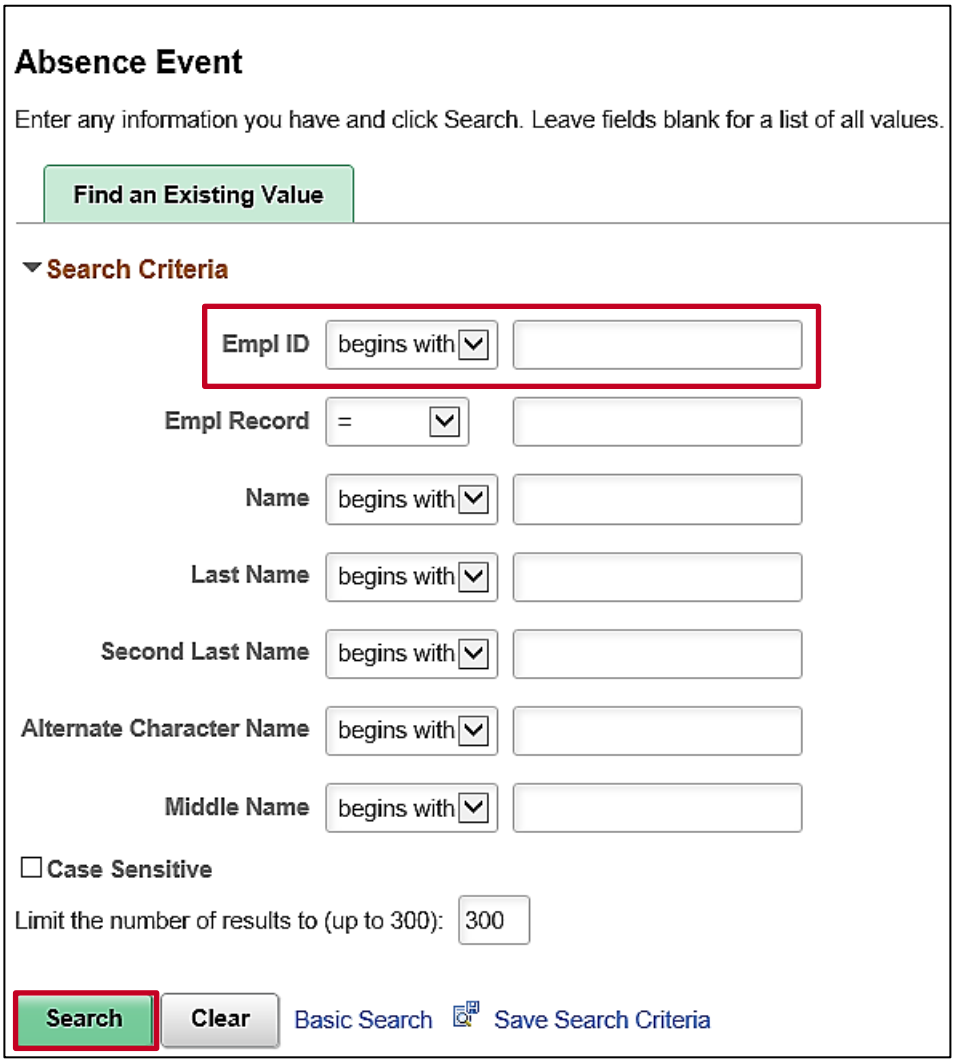
27. Click the **Save** button, once you have confirmed the employee is eligible for the leave. The absence has been successfully added for the employee and will be processed (if in the current or previous period) during the next run of the **Absence Calculation** process (scheduled to run daily). Future period absences are processed when that period is processed.

Modifying an Absence Request

1. To modify a current absence for an employee, navigate to the **Absence Event** page by following this path:

   Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event

The **Absence Event Search** page displays.



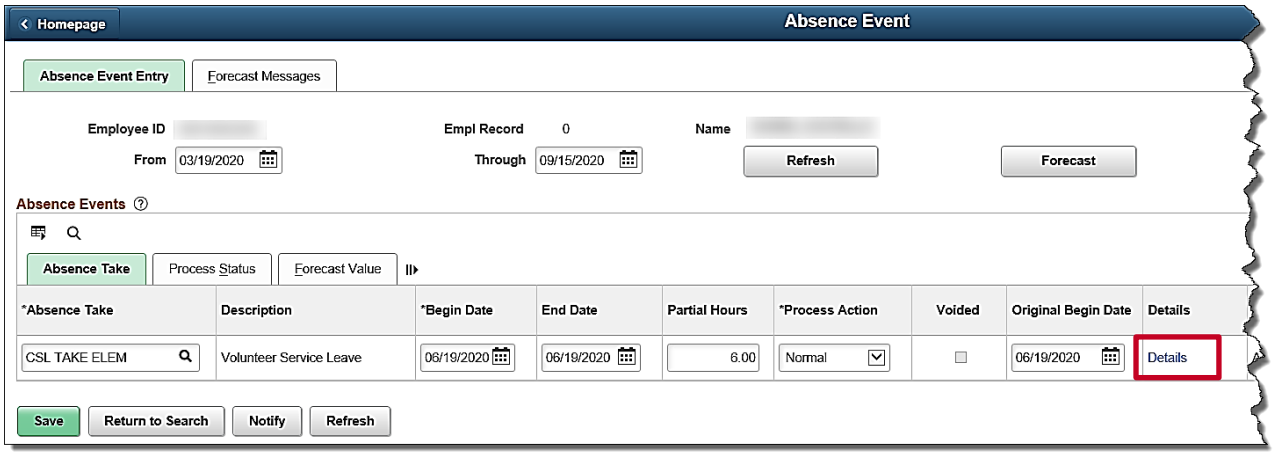
2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee

3. Click the **Search** button.

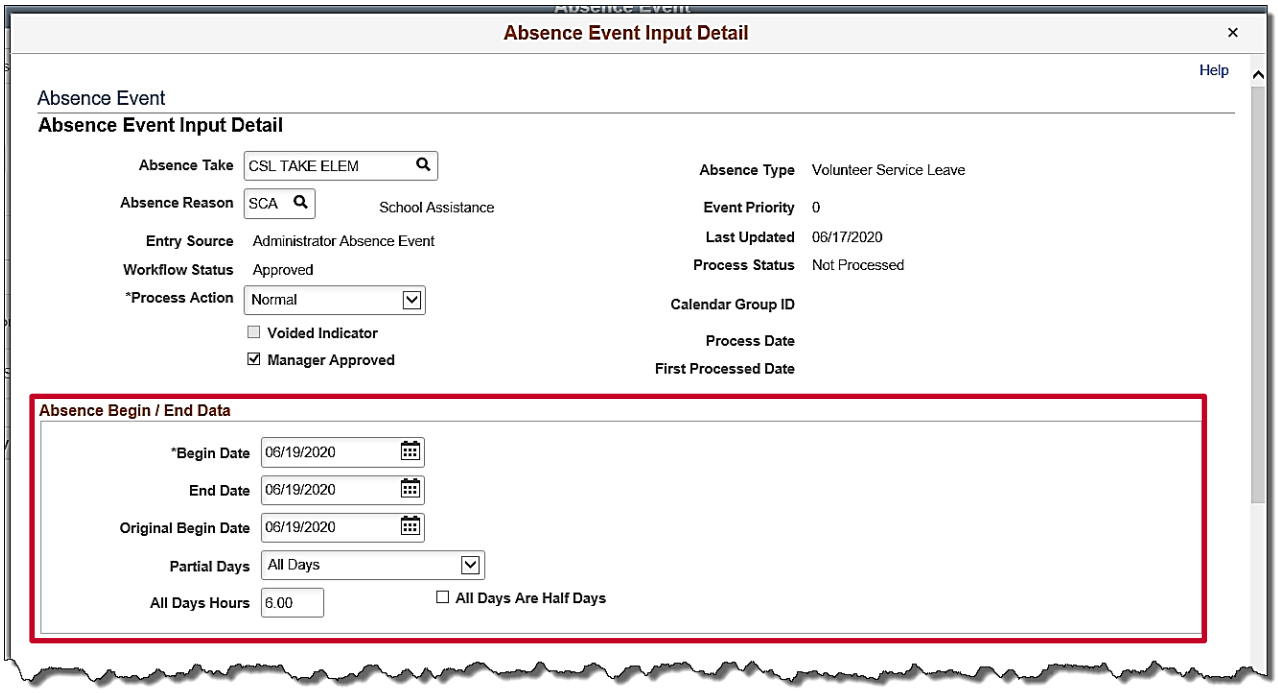
Click the **Empl ID** link for the applicable employee if multiple employees match the search criteria entered. The search results will display in the bottom portion of the page.

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.



4. Click the **Details** link for the absence event that needs to be modified.

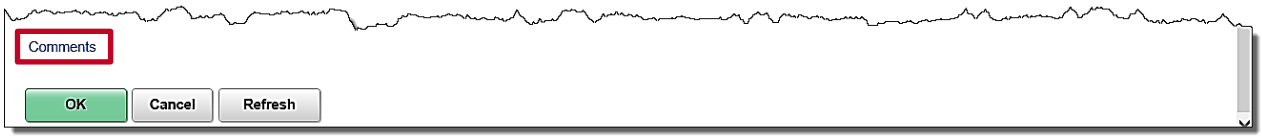
The **Absence Event Input Detail** page displays in a pop-up window.



5. Update the absence event as needed based on the following general update types:

Scenario	Action Required
Changing the start date	Update the **Begin Date** field. Update the **Partial Days** and **Partial Hours** fields as needed if the new start day will not be a full absence day
Changing the end date	Update the **End Date** field. Update the **Partial Days** and **Partial Hours** fields as needed if the new end day will not be a full absence day
Changing a partial day to a full day	Update the **Partial Days** field
Changing a full day to a partial day	Update the **Partial Days** and **Partial Hours** fields
Reason selected is not accurate	Update the **Absence Reason** field by selecting the appropriate reason code.

6. Scroll down to the bottom of the page.



7. Click the **Comments** link.

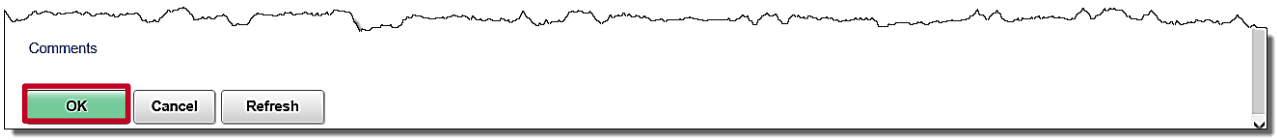
The **Absence Events Comments** page displays in a pop-up window.

8. Enter the reason for the change in the **Comments** field.

Note: Information entered here is visible to anyone with access to this page.

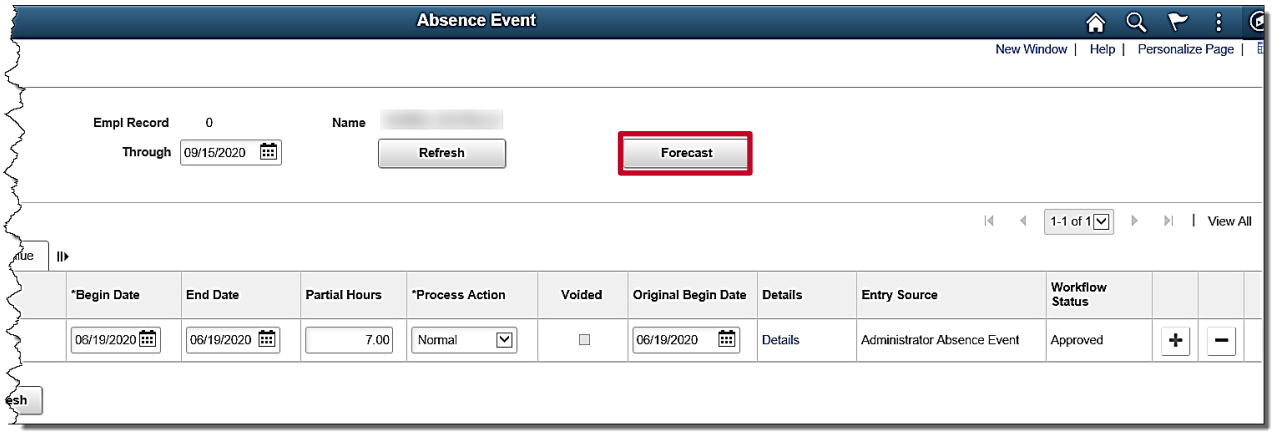
9. Click the **OK** button.

The **Absence Event Input Detail** page returns.



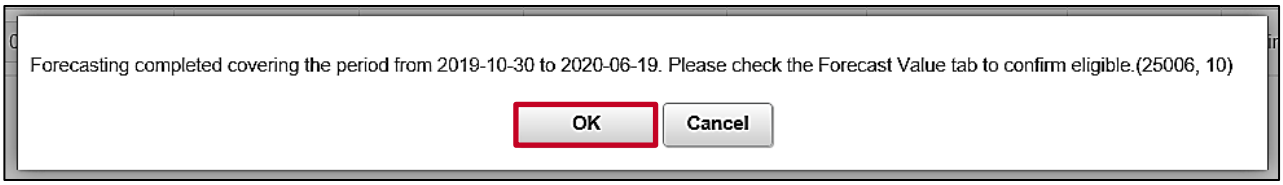
10. Click the **OK** button.

The **Absence Event** page returns and the row is updated based on the changes made on the **Absence Event Input Details** page.



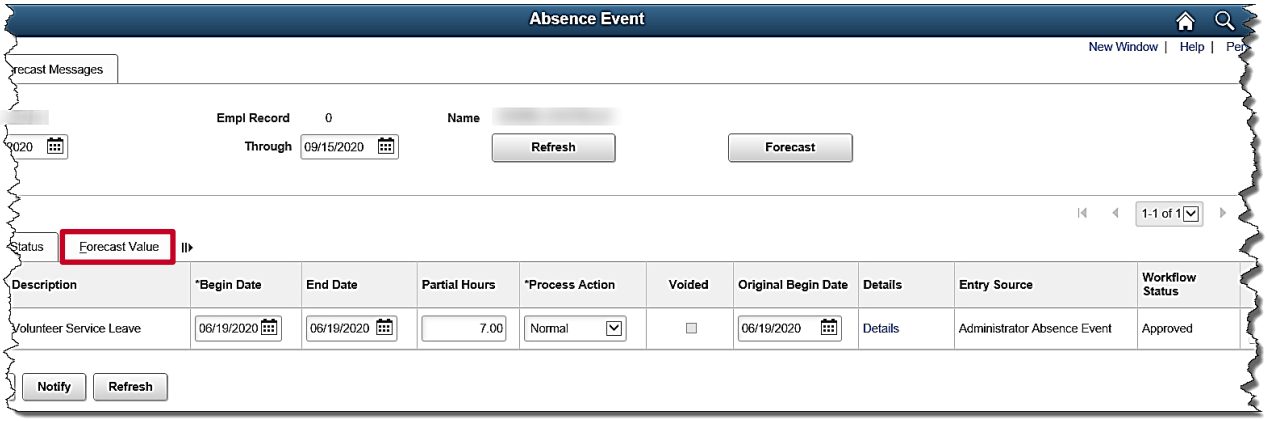
11. Click the **Forecast** button.

A message displays in a pop-up window when the forecasting process is completed.



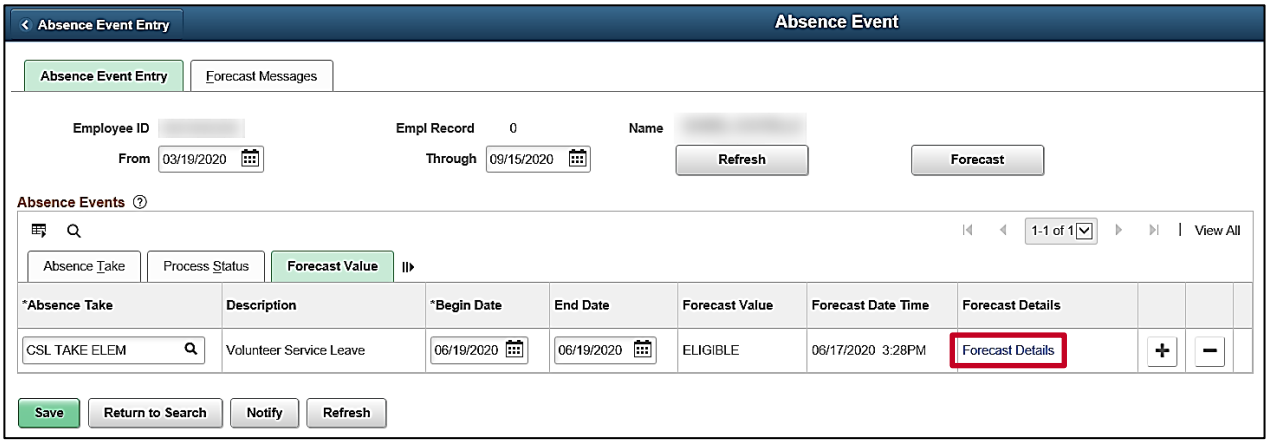
12. Click the **OK** button to close the message.

The **Absence Event** page returns.



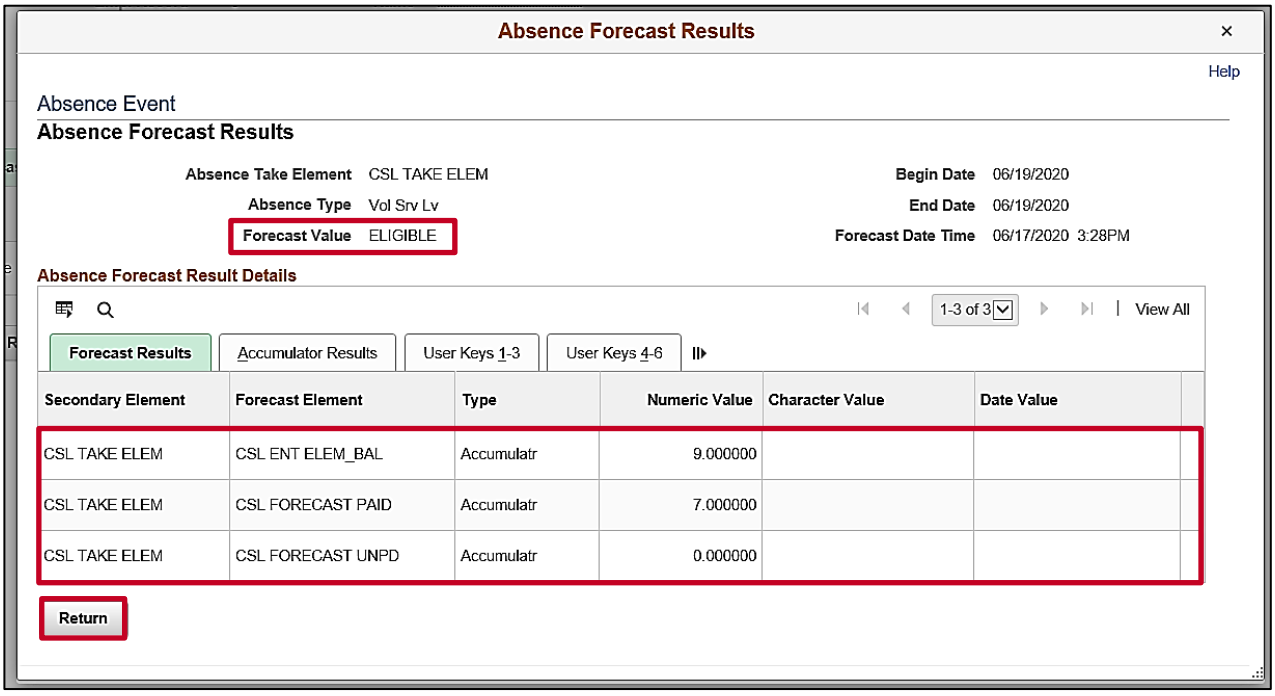
13. Click the **Forecast Value** tab to confirm that the employee is eligible.

The **Forecast Value** tab displays.



14. Click the **Forecast Details** link.

The **Absence Forecast Results** page displays.



15. Review the following information:

    a. **Forecast Value** field: Verify a status of "**Eligible**"

    b. ***** ENT ELEM_BAL** row: Displays the employee's new balance after the update to the absence event

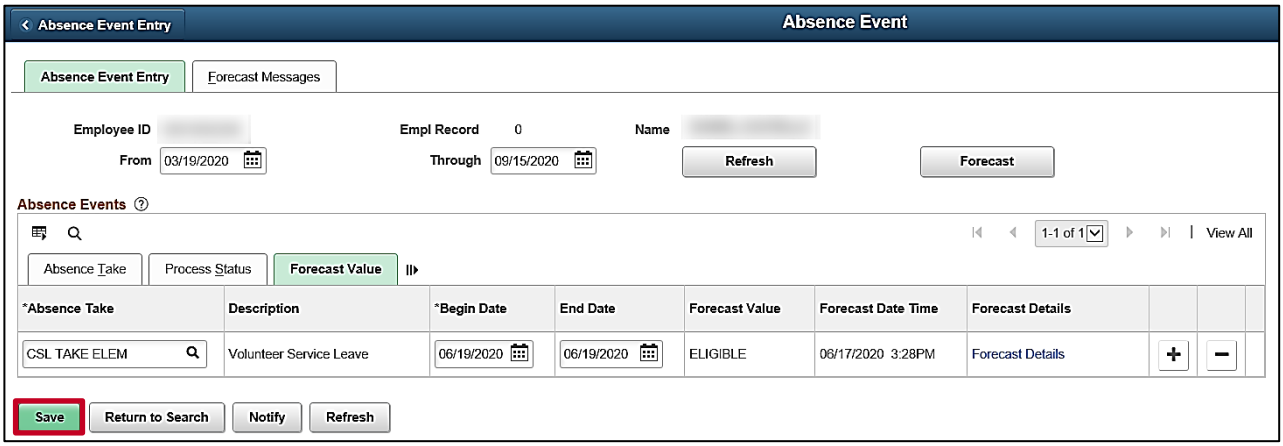
    c. ***** FORECAST PAID** row: Displays the forecasted number of paid absence hours for this updated absence event

    d. ***** FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this updated absence event

    Note: For identification purposes, the "*******" represents the absence take type (Element Code) and will be unique for each absence take type during your review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee's absence entitlement balance (***** FORECAST UNPD** row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator's responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is "**INELIGIBLE**", it should be addressed.

16. Click the **Return** button.

The **Absence Event** page returns with the **Forecast Value** tab displayed.



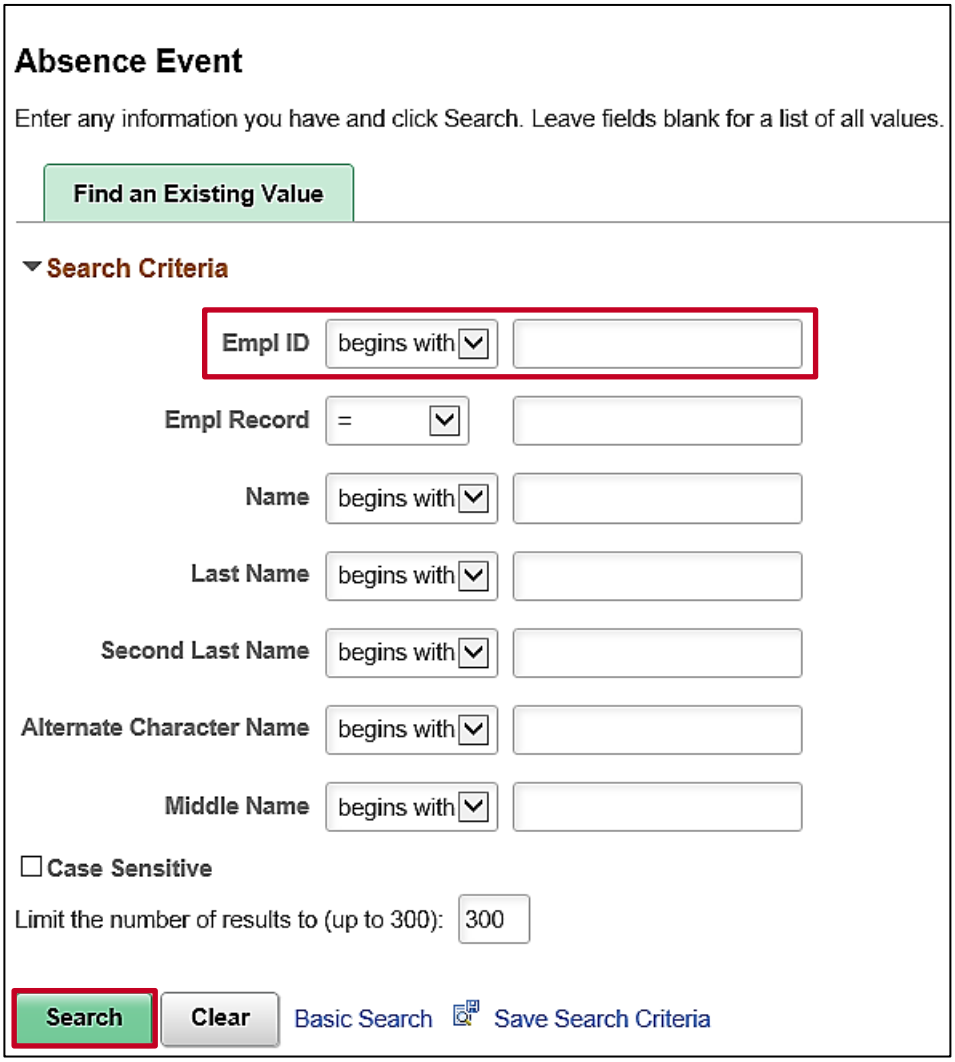
17. Click the **Save** button, once you have confirmed the employee is eligible for the leave. The absence has been successfully modified for the employee and will be processed during the next run of the **Absence Calculation** process (scheduled to run daily).

Deleting an Absence Request

1. Navigate to the **Absence Event** page by following this path:

   Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event

The **Absence Event Search** page displays.



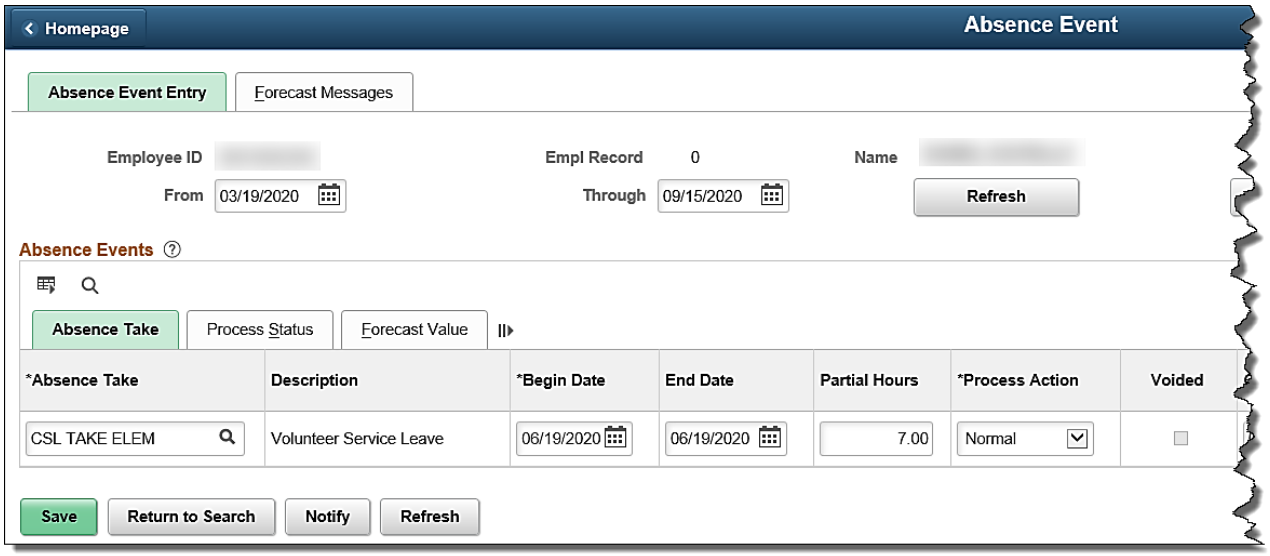
2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.

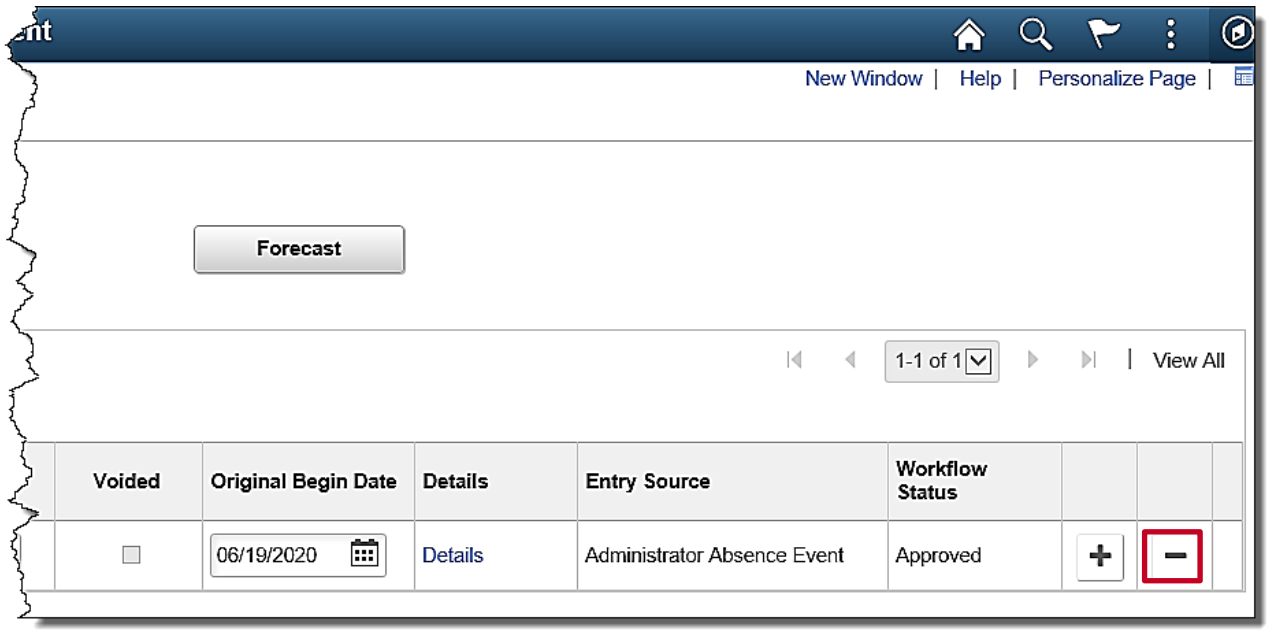
4. Click the **Empl ID** link for the applicable employee if multiple employees match the search criteria entered. The search results will display in the bottom portion of the page.

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.



5. Scroll to the right side of the page.

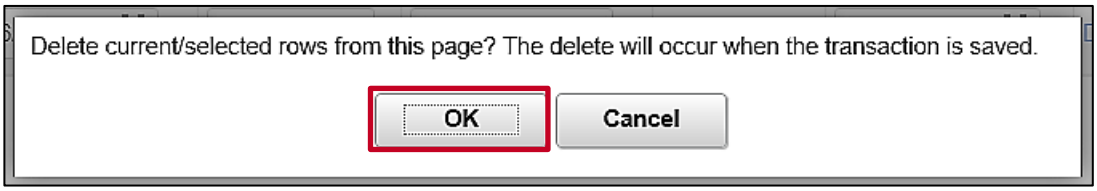
The remainder of the **Absence Event** page displays.



6. Click the **Delete row (-)** icon for the applicable absence.

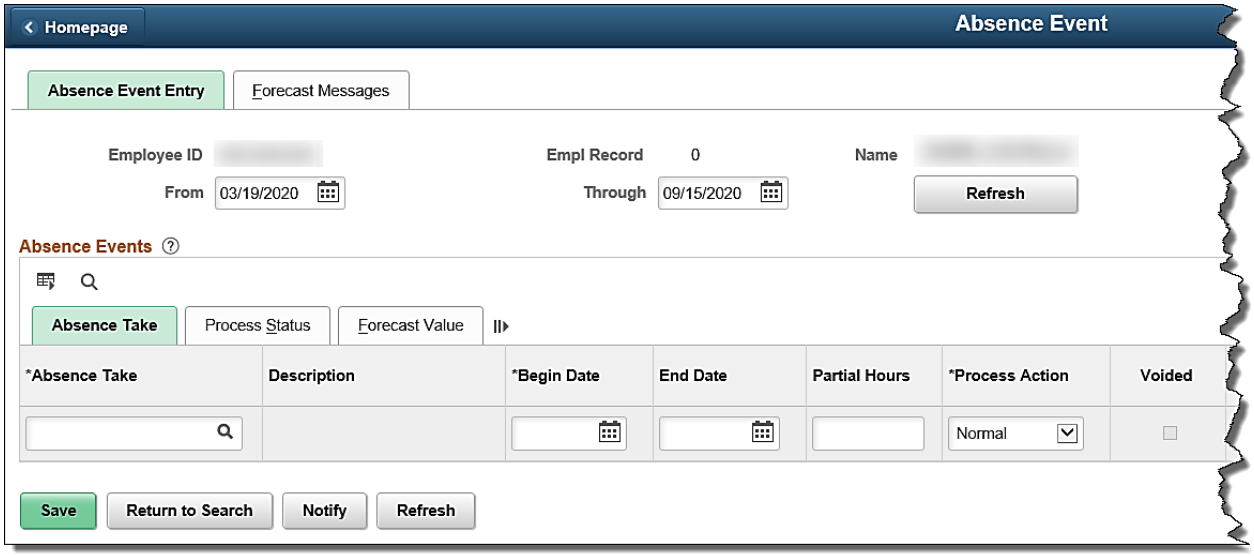
   Note: The **Delete row (-)** icon is only visible and available if the absence has not yet been processed by the regularly scheduled **Absence Calculation** process.

A **Delete Confirmation** message displays in a pop-up window.



7. Click the **OK** button to confirm the deletion.

The **Absence Event** page refreshes with the absence event removed.



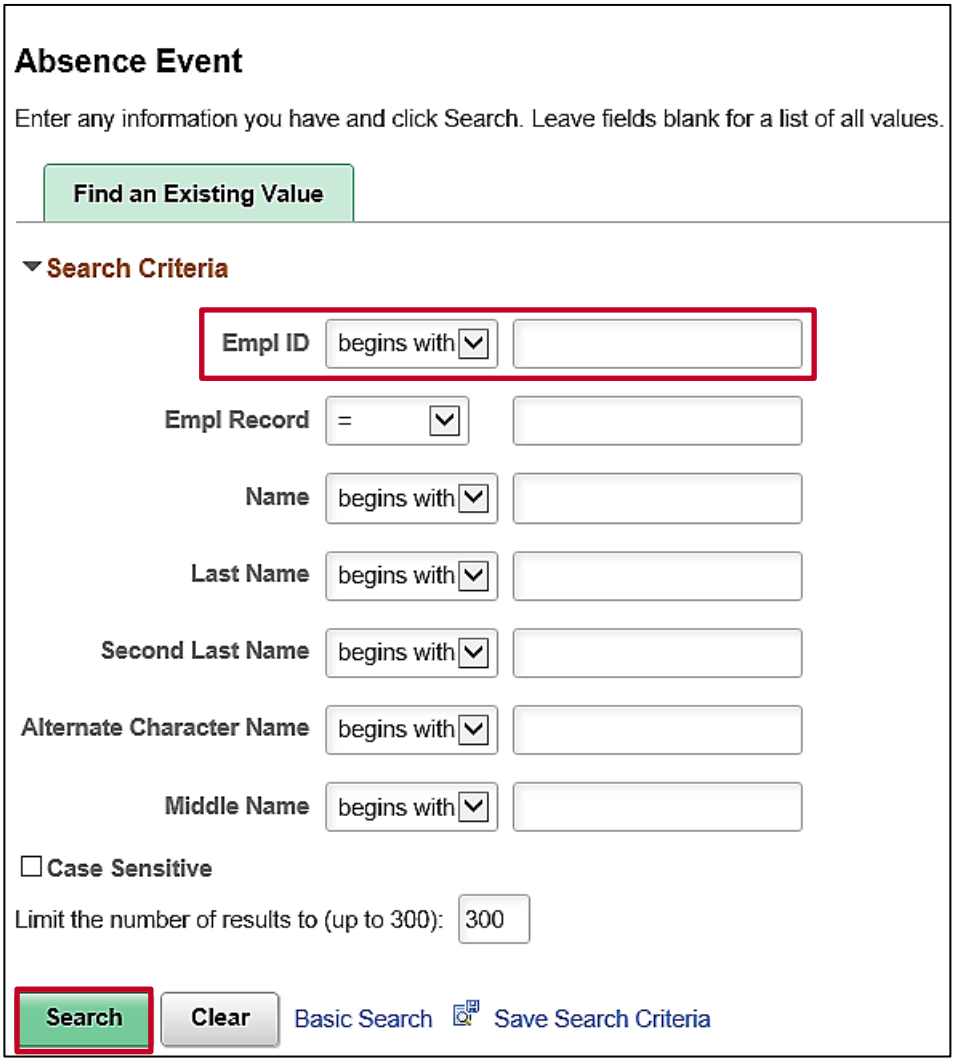
Note: When an absence is deleted, a record of the request or event does not remain in Cardinal. Cardinal will automatically adjust the employee's absence entitlement balance if the absence was previously deducted from the balance during the next run of the **Absence Calculation** process (scheduled to run daily).

Voiding an Absence Request or Event

1. Navigate to the **Absence Event** page by following this path:

   Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event

The **Absence Event** page displays.



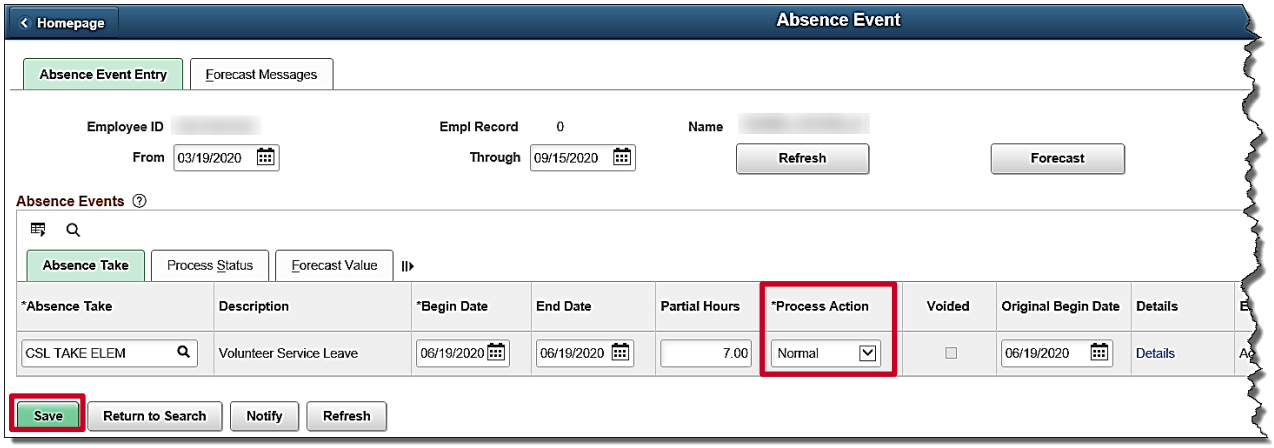
2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee

3. Click the **Search** button.

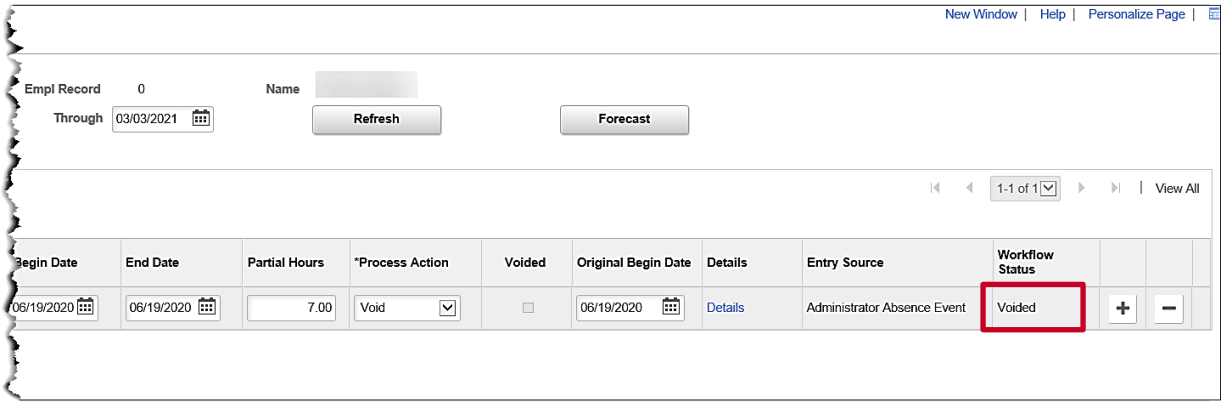
4. Click the **Empl ID** link for the applicable employee if multiple employees match the search criteria entered. The search results will display in the bottom portion of the page.

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.



5. Click the **Process Action** dropdown button and select "**Void**" from the dropdown list.
6. Click the **Save** button.

The **Absence Event** page refreshes.



Note: When an absence is voided, the **Voided** checkbox will be checked once the void is processed by the Absence Calculation process and a record of the request or event remains in Cardinal.